



Roanoke Valley Transportation
PLANNING ORGANIZATION
Staffed by the
REGIONAL **commission**

Project Development and Selection Procedures for Roanoke Valley Urbanized Area Suballocation Funding:

**Surface Transportation Block Grant Program
Carbon Reduction Program
Transportation Alternatives Program**

**Adopted June 22, 2023
Amended: January 25, 2024**

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The 22nd day of June 2023

RESOLUTION

By the Policy Board of the Roanoke Valley Transportation Planning Organization Approving the Project Development and Selection Procedures for Roanoke Urbanized Area Suballocation Funding

WHEREAS, the Roanoke Valley Transportation Planning Organization (RVTPO) is a Transportation Management Area (TMA) as classified by the Federal Government; and

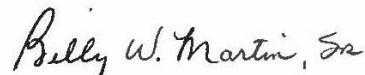
WHEREAS, the RVTPO Policy Board has the opportunity and responsibility to prioritize the Surface Transportation Block Grant, Carbon Reduction Program, and Transportation Alternatives Program funds – Urbanized Areas with Population over 200,000 (STBG, CRP, and TAP) allocated by the Federal Government to the Roanoke region for eligible projects within the Roanoke Valley Study Area boundary; and

WHEREAS, the project development and selection procedures document serves as a guide to applicants, staff, and stakeholders regarding opportunities to apply for funding, financial adjustments to previously approved projects, policies related to the allocation and use of funds, the scheduling of related activities, and the process for the Policy Board's selection of projects for STBG and CRP; and

WHEREAS, the document outlines the coordination process with VDOT and schedule for allocation of TAP funding; and

WHEREAS, the RVTPO Policy Board members have reviewed the project development and selection procedures document and will use it to guide transportation investment decisions using STBG and CRP funds.

NOW, THEREFORE BE IT RESOLVED that the Roanoke Valley Transportation Planning Organization Policy Board does hereby approve the Project Development and Selection Procedures for Roanoke Urbanized Area Suballocation Funding, as presented.



Billy W. Martin, Sr.
Chair

TPO POLICY BOARD: Cities of Roanoke and Salem; Counties of Bedford, Botetourt, Montgomery and Roanoke; Town of Vinton; Greater Roanoke Transit Company (*Valley Metro*); Roanoke-Blacksburg Regional Airport; Virginia Department of Rail & Public Transportation; Virginia Department of Transportation

Roanoke Valley Area Metropolitan Planning Organization

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1. INTRODUCTION

This document describes the process the Roanoke Valley Transportation Planning Organization (RVTPO) will undertake to select transportation projects funded by the Roanoke Valley's apportionment of the Infrastructure Investment and Jobs Act's Surface Transportation Block Grant Program, Carbon Reduction Program suballocation for urbanized areas with greater than 200,000 population, herein after referred to as STBG, CRP, and TA (respectively). Projects funded through STBG, CRP, and TA will be included in the RVTPO's Transportation Improvement Program (TIP).

The purpose of the STBG Program is to provide flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects.

The purpose of the CRP is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions.

The purpose of the TA Set-Aside from the STBG Program is to provide funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

RVTPO's STBG and CRP project selection is a cooperative process among the members of the RVTPO. The procedure for prioritizing and selecting projects includes the submittal of candidate projects by RVTPO members and development of a prioritized candidate project list by the RVTPO Transportation Technical Committee (TTC). A numeric rating procedure is used to rate each candidate project based on the criteria established by the RVTPO Policy Board and updated at its discretion. The results of the ratings and project recommendations are reported to the RVTPO Policy Board for funding consideration. The RVTPO Policy Board considers the recommendations from the TTC and selects the final recommended list of STBG and CRP projects for submittal to the Commonwealth Transportation Board for approval as part of the Six-Year Improvement Program. Amendments to 23 U.S.C funded projects, and in particular STBG and CRP funded projects, must be approved by the Commonwealth Transportation Board. This project selection process, as outlined above, is consistent with 23 U.S.C. section 134(j)(3) and (5)(a), and 23 CFR 450.330 included in Appendix A for reference.

The TA Program application and scoring process falls under the responsibility of VDOT. Regional Commission staff coordinates with RVTPO member localities, TTC, and the Policy Board to allocate funding biennially. The VDOT application/scoring process is provided in this document for informational purposes only. All RVTPO coordination of the TA application process will be clearly delineated.

The procedures outlined in this document are effective immediately following the RVTPO Policy Board's approval of them. Unused funds allocated from previous procedures will be re-allocated

using these procedures and any exceptions to these procedures are as outlined in Section 3 General Policies.

2. PROJECT DEVELOPMENT

2.1 STBG Program

Project Development

This section further describes how the legislation within 23 U.S.C. 133 – Surface transportation block grant program – applies to the RVTPO’s regional apportionment of STBG in terms of who can apply for funds and project eligibility. STBG funds are apportioned by the State to the Metropolitan Planning Areas (MPAs) that have Transportation Management Area (TMA) status within Virginia. Metropolitan Planning Organizations, like the RVTPO, are responsible for selecting projects for STBG funding.

Eligible Applicants

Eligible applicants (candidate project sponsors) of STBG funds in the Roanoke Valley Area include the RVTPO Policy Board member local governments who have all or a portion of their territory in the RVTPO Study Area Boundary, Greater Roanoke Transit Company (GRTC – “Valley Metro”), Unified Human Services Transportation Systems, Inc. (RADAR), the Roanoke-Blacksburg Regional Airport, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

Eligible Projects

STBG funding is intentionally very flexible in how it can support transportation investments. The list of eligible projects and activities per 23 U.S.C. 133 is listed in Appendix B as stated in the Federal Highway Administration’s STBG implementation guidance from March 7, 2016.

Candidate projects are often parts of larger efforts that incorporate transportation, housing, economic development, education and/or urban policy elements. It can be difficult to determine, with certainty, the likely eligibility of specific candidate projects simply by reading the eligibility guidance in Appendix B. Project sponsors who would like to determine eligibility before taking the time and expense of applying for STBG funds are invited to send RVTPO staff a summary of the candidate project idea. RVTPO staff will coordinate with FHWA or FTA staff to confirm eligibility.

An application form for new candidate projects is provided in a separate document available online via rvtpo.org.

2.2 CRP

Project Development

This section further describes how the legislation within 23 U.S.C. 175 – Carbon reduction program – applies to the RVTPO’s regional apportionment of CRP in terms of who can apply for funds and project eligibility. The RVTPO is eligible through its status as a Metropolitan Planning Area (MPA) with a Transportation Management Area (TMA) status within Virginia. Metropolitan Planning Organizations (MPO), like the RVTPO, are responsible for selecting projects for CRP funding.

Eligible Applicants

Eligible applicants (candidate project sponsors) of CRP funds in the Roanoke Valley Area include the RVTPO Policy Board member local governments who have all or a portion of their territory in the RVTPO Study Area Boundary, Greater Roanoke Transit Company (GRTC – “Valley Metro”), Unified Human Services Transportation Systems, Inc. (RADAR), the Roanoke-Blacksburg Regional Airport, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT).

Eligible Projects

CRP funding is intentionally very flexible in how it can support transportation investments. The list of eligible projects and activities per 23 U.S.C. 175 is listed in Appendix B as stated in the Federal Highway Administration’s CRP implementation guidance from April 21, 2022.

Candidate projects are often parts of larger efforts that incorporate transportation, housing, economic development, education and/or urban policy elements. It can be difficult to determine, with certainty, the likely eligibility of specific candidate projects simply by reading the eligibility guidance in Appendix B. In U.S.C. 175(d), state departments of transportation are required to coordinate with MPOs to develop a carbon reduction strategy. Specific to the MPO, the Strategy shall:

- support efforts to reduce transportation emissions;
- identify projects and strategies to reduce transportation emissions, which may include projects and strategies for safe, reliable, and cost-effective options—
 - to reduce traffic congestion by facilitating the use of alternatives to single-occupant vehicle trips, including public transportation facilities, pedestrian facilities, bicycle facilities, and shared or pooled vehicle trips within the area served by the applicable MPO, if any;
 - to facilitate the use of vehicles or modes of travel that result in lower transportation emissions per person-mile traveled as compared to existing vehicles and modes; and
 - to facilitate approaches to the construction of transportation assets that result in lower transportation emissions as compared to existing approaches.

The carbon reduction strategy shall be updated every four years and will be incorporated as a component of the Roanoke Valley Transportation Plan.

Project sponsors who would like to determine eligibility before taking the time and expense of applying for CRP funds are invited to send RVTPO staff a summary of the candidate project idea. Staff will review the CRP Strategy and determine eligibility based upon the goals and project solutions chosen by the RVTPO Policy Board.

An application form for new candidate projects is provided in a separate document available online via rvtpo.org.

2.3 TA Program

Project Development

This section further describes how the legislation within 23 U.S.C. 133 – Transportation Alternatives Set-Aside Block Grant program (TAP) – applies to the RVTPO’s regional apportionment of TAP in terms of who can apply for funds and project eligibility. The RVTPO is eligible through its status as a Metropolitan Planning Area (MPA) with a Transportation Management Area (TMA) status within Virginia. Metropolitan Planning Organizations (MPO), like the RVTPO, are responsible for selecting projects for TAP funding.

Eligible Applicants

- Local governments
- Regional transportation authorities (including PDCs)
- Transit agencies
- Natural resource or public lands agencies
- School districts, local education agencies, and schools
- Federally recognized Tribal governments
- Other local or regional governmental entities with responsibility for oversight of transportation or recreational trails

Eligible Projects

- Pedestrian and bicycle facilities
- Converting abandoned railroad corridors to trails
- Systems to improve safety for non-drivers
- Turnouts or viewing areas at historic or scenic sites
- Restoration of historic transportation structures
- Safe Routes to School
- Outdoor advertising control and removal
- Vegetation management
- Archaeological activities
- Environmental mitigation
 - Erosion and pollution control
 - Wildlife mortality and habitat connectivity

3. GENERAL POLICIES

1. STBG and CRP Programs

- 1) Projects must be identified in or qualify for inclusion in the current RVTPO Metropolitan Transportation Plan (Roanoke Valley Transportation Plan) available online via www.rvtpo.org.
- 2) A construction project must be a permanent improvement and not temporary construction that must be replaced in the near future.

- 3) Funds allocated for the candidate project must be federally obligated within 12 months of allocation and expended within 36 months of such obligation.
- 4) Pursuant to the two-year application process, the RVTPO will approve a financial plan of projects receiving committed or conditionally committed CRP funding. The distinction between committed vs. conditionally committed funding will be made clear within the financial plan which reflects the distribution of anticipated annual allocations among the projects for up to seven years. Projects not yet funded within the plan may be considered in priority order during an adjustment cycle if additional funding becomes available, or they will have to re-compete with the new candidate projects in the next application and scoring process.
- 5) After coordination with and consent of affected project sponsors RVTPO staff are authorized to make administrative changes to the year of expenditure of allocated funds in accordance with the RVTPO Transportation Improvement Program's adjustment procedures and without approval of the RVTPO Policy Board when such change would not impact the project's total allocation of committed or conditionally committed funds. Changes to the project's total allocation of committed or conditionally committed funds must be approved by the Policy Board.
- 6) The RVTPO Policy Board strongly advises that no CRP application constitutes more than two years of CRP funding (Note: the term two-years should be interpreted to mean an equivalent lump sum.).
- 7) Additional funding requests for existing CRP projects will be considered annually during the adjustment process and are due at the time annual project updates are submitted to staff. During the bi-annual application process, a decision will be made regarding additional funding requests for existing CRP projects before committing unallocated funds to new projects.
- 8) The RVTPO Policy Board encourages applications requesting CRP funds to be used as a match to leverage funding from other potential transportation project funding sources (e.g. SMART SCALE, Revenue Sharing, Transportation Alternatives, etc.). Such usage of CRP funds with other eligible USDOT funding for projects supporting the reduction of transportation emissions are permitted if the eligibility requirements and applicable Federal share are met for each program.
- 9) Project sponsors that are unsuccessful in securing funds to fully fund the project within the timeframe outlined in their CRP application may be required to re-compete for CRP funds, and the RVTPO Policy Board may de-allocate or adjust the timing of the funds.
- 10) Requests for new projects that occur outside of the project application process may be considered by the RVTPO Policy Board if urgent unforeseen circumstances have arisen that prevented the request from being initiated prior to the deadlines for new project applications. Under such circumstances, the RVTPO Policy Board may direct the TTC to review the request and recommend their findings to them.

4. APPLICATION PROCESSES

1. Surface Transportation Block Grant Program and Carbon Reduction Programs

There will be an opportunity to submit new applications for candidate projects in September of each odd-numbered calendar year. The timing of receiving and determining new candidate project funding requests will enable decisions to be made prior to submission of any related SMART SCALE application.

TTC members will score all projects – including their own applications; staff will administer the process and not score projects. The TTC will review scoring results and recommend multi-year project allocations.

The RVTPO Policy Board will review candidate project scoring results and prioritization as well as the TTC's recommended multi-year project allocations before approving the six-year STBG and CRP financial plans for project allocations. A prioritized list of candidate projects applied for but not programmed for funding will be maintained by RVTPO staff in case additional funding becomes available. Such projects may be considered for programming during the annual adjustment process.

2. Transportation Alternatives Program

The following are federal and state-established policies and procedures for the TA Program:

- 1) **TA program structure:** Projects must go through a competitive selection process. TA applications are accessible through VDOT's [Smart Portal](#). Applicants can access program guidance on the VDOT [Local Assistance](#) website.
- 2) **Application information:** A pre-application is required through the Smart Portal before continuing and completing the full application.
- 3) **Application components:**
 - a. Project sponsor
 - b. Ability to provide match/funding plan
 - c. TA eligibility
 - d. Project description
 - e. LAP certification
 - f. Cost estimates
 - g. Public involvement
 - h. Sketch
 - i. Readiness to proceed
 - j. Local resolution of support
 - k. MPO endorsement if applicable.
- 4) **Selection criteria:**
 - a. Funding plan
 - b. Readiness to process
 - c. Project benefit
- 5) **Application review:** All applications are reviewed by VDOT staff.
- 6) **Project award minimum:** None
- 7) **Project award maximum:** \$1,000,000

- 8) **Required local match:** 20%
- 9) **Matching policies:** VDOT allows the use of third-party contributions

3. **STBG and CRP Project Prioritization and Programming**

For each STBG and CRP new application cycle, the scoring results are presented to the RVTPO Policy Board and the public. The RVTPO Policy Board provides guidance on program development, and the TTC develops a draft six-year STBG and CRP financial plan based on RVTPO Policy Board direction and the STBG/CRP scoring results. A public comment period and public hearing allows the public to comment on the draft STBG and CRP financial plans, including the scoring results for individual projects. The RVTPO Policy Board considers public comments regarding the draft STBG and CRP financial plans, ultimately approving them for implementation.

Once the scoring is complete, the TTC develops a recommended funding scenario based on scoring results and any other factors deemed relevant to be forwarded to the RVTPO Policy Board. The RVTPO Policy Board may modify the funding scenario recommended by the TTC. Additional considerations that may be used by the RVTPO Policy Board include:

- Public feedback from the public comment period and / or public hearing
- TTC project scores or staff's recommended changes to the draft funding scenario
- Project segmentation – starting the next phase of a multi-segment roadway improvement, e.g., to complete a major multi-segment project; and
- Other information on project status.

The prioritization process does not require that the RVTPO Policy Board fund projects in order of their scores. Further, they are not required to select the highest scoring project. The process is a means to assist board members in evaluating and comparing proposed improvements. The Board continues to retain final decision-making authority on improvements to be included in the RVTPO's six-year STBG and CRP financial plans.

The following table shows the tentative schedule for submitting and selecting projects for CRP funding as well as requesting any increases in funding for existing projects.

Table 4.3-1: Tentative Schedule for STBG and CRP Funding Decisions

Action #	Description	Month
1	Applications for new candidate projects due to staff. Application forms and submittal instructions are available on rvtpo.org.	September (by 5:00 p.m. of the last Friday of the month.)
2	Current project sponsors submit to staff an update form on project progress and funding. Any additional funding requests are due on the form at this time.	November (by 5:00 p.m. of the first Friday of the month.)
3	TTC Members score/rank candidate projects which will be due one week after the November TTC meeting.	November
4	RVTPO Policy Board is presented an overview of all candidate projects.	November/December
5	TTC reviews status of existing CRP projects, considers scores and ranking of candidate project applications, and recommends a priority list of investments for existing and candidate projects.	December/January
6	TTC recommends a draft six-year STBG and CRP financial plan based on the status of existing projects and the priority list of investments.	December/January
7	RVTPO Policy Board reviews the draft six-year financial plan, approves its release for public comment and a public hearing.	January
8	RVTPO Policy Board holds a public hearing, makes any necessary adjustments to the six-year financial plan, and approves the plan.	March-May

4. TAP Project Prioritization and Programming

For each TA new application cycle, the RVTPO Policy Board endorses applications for submittal. Upon submittal of applications, VDOT scores and ranks the applications and provides that information to staff. Staff coordinates with the VDOT Salem District staff and the TTC to develop a funding scenario. Funding scenario coordination with the Salem District Commonwealth Transportation Board member is vital in that utilization of their individual TA allocation (in addition to the RVTPO allocation) can optimize the number of projects for the region. The TTC recommends, or modifies, the staff funding scenario to the Policy Board, ultimately approving them for implementation.

Table 4.4-1: Tentative Schedule for TAP Funding Decisions

Item	Description	Month
1	VDOT Smart Portal opens for pre-applications	Mid-May
2	Pre-applications are due	End of June
3	Pre-applications reopen	Mid-August
4	Applicants submit to staff a <i>Request for Transportation Alternatives Project Endorsement</i> form	First of September
5	RVTPO Policy Board endorsement of applications	September meeting
6	Full applications are due	First week of October
7	TTC recommends TA funding scenario to Policy Board	February meeting
8	RVTPO Policy Board allocates TA funding	February meeting
9	Newly funded TA projects are included in the VDOT Six-Year Improvement Program	Mid-June

5. New Candidate Project Scoring Categories: STBG and CRP

Each TTC member will have the opportunity to score all STBG and CRP candidate projects. For STBG applications, use the following scoring categories (A-L). For CRP applications, use all scoring categories **except B and I**. Guidance is provided in each category to help the TTC members compare the value of the candidate projects relative to each other. The guidance provided for each category is derived from the federal planning factors. For additional guidance, applicants may refer to the RVTPO's performance measure targets. The number of total candidate project applications in the current cycle will determine the total number of points for each scoring category.

For example, if there are 12 candidate project applications submitted, for each scoring category, the TTC member will consider the worth of each project in relation to the other 11 projects and give the project a score ranking from 12 (best meets the criteria based on the guidance provided) to 1 (least meets the criteria based on the guidance provided).

- A. Regional Project Consideration** (*worth double the score*) – *Assessed on the extent to which the project is consistent with the Constrained Long-Range Multimodal Transportation Plan, benefits, impacts and/or is sponsored by more than one eligible recipient. A combination of these factors will be used to assess point value.*
- B. Support the Economic Vitality of the Metropolitan Area Especially by Enabling Global Competitiveness, Productivity, and Efficiency** - (*e.g. project serves a corridor with commercial and/or industrial development growth by adding capacity with improvements such as adding travel lanes to existing streets, new interchanges or bridge replacement/widening*)
- C. Increase the Safety and Security of the Transportation System for Motorized and Non-motorized Users** - (*e.g. project includes provision to help prevent accidents, reduce fatalities and serious injuries on roadways, such as railroad crossings, or pedestrian safety/security*)
- D. Increase the Accessibility and Mobility of People and Freight** - (*e.g. project includes provision for improvements such as transit capital acquisition, intermodal connection, park & ride lots, carpool/vanpool projects, bike lanes or sidewalk modifications to comply with the Americans with Disability Act of 1990*)

- E. Protect and Enhance the Environment, Promote Energy Conservation, Improve the Quality of Life, and Promote Consistency between Transportation Improvements and State and Local Planned Growth and Economic Development Patterns** - (e.g. project includes provision for improvements that involve the reduction of fuel consumption, wetlands mitigation or improve natural wildlife habitats)
- F. Promote Efficient System Management and Operation** - (e.g. project includes provision for improvements such as congestion/management systems, signal coordination, turn lanes and intelligent transportation system applications)
- G. Emphasize the Preservation of the Existing Transportation System** - (e.g. project includes provision for multimodal system preservation, such as resurfacing, rehabilitation of pavement, roadway or bridge replacement, replace/improve transit revenue vehicles, non-revenue vehicles, or transit facilities that are close to exceeding their useable lifespan)
- H. Improve the Resiliency and Reliability of the Transportation System and Reduce or Mitigate Stormwater Impacts of Surface Transportation** – (e.g. project improves the transportation system’s ability to accommodate unexpected incidents, weather events, etc.; improve travel time, and/or improve stormwater flow)
- I. Enhance travel and tourism** – (e.g. project improves people’s ability to visit the Roanoke Valley and access destinations of interest)
- J. Enhance Land Use Coordination** - (e.g. project supports improved multimodal connectivity to existing or planned development)
- K. Demonstrate Project Readiness** - (e.g. consider previous work done or the extent to which work needs to be done to get the project ready for construction)
- L. Project included in previous plans that had a public input process associated with the plan** - (e.g. local plans or other regional plans)

6. ANNUAL ADJUSTMENT PROCESS: STBG and CRP

The TTC will annually consider changes (with the exception of situations that fall under Policy #5) to existing projects and recommend changes to the RVTPO Policy Board. The RVTPO Policy Board will have final decision-making authority on all annual adjustments.

1. Cost Estimates and Cost Overruns

Basic considerations for cost overruns are as follows:

- a. If the cost/annual allocation and the scope of a project changes less than 10% on any one STBG or CRP funded project, the locality/agency should notify the RVTPO staff with a request and justification for a change in funding. The TTC will review the request and recommend use of any applicable balance entry reserve account or, if possible, recommend committing future year funding to preserve the project to the RVTPO Policy Board.
- b. If the cost/annual allocation and/or scope of the project changes by more than 10% on any one STBG or CRP funded project, the locality/agency should notify the RVTPO staff

with a request and justification for a change in funding and/or scope. The TTC and RVTPO Policy Board will review the request and may recommend one or any combination of the following:

- 1) Scale back the project;
- 2) Use local funds;
- 3) Use of SMART SCALE funds;
- 4) Use STBG or CRP balance entry reserve account funds (if available);
- 5) Use existing STBG or CRP funds from another project (either at the suggestion of the project sponsor from another STBG or CRP project awarded to the same project sponsor; or at the discretion of the RVTPO Policy Board from all projects);
- 6) Use future STBG or CRP allocations (in the form of a Phase II application to be evaluated during a future candidate list and rating);
- 7) Use future non-STBG or CRP funds; or
- 8) Drop the project.

All project candidates were originally scored using the same procedures in a fair and transparent process. The fact that a particular project sponsor (locality or agency) underestimates project costs should not unduly adversely affect funding availability allocated to other projects also funded through the process of these selection procedures and final decision of the RVTPO Policy Board.

7. Transfer of Unused Funds: STBG and CRP

The re-allocation of unused STBG or CRP allocations on completed or cancelled projects will be determined by the RVTPO Policy Board. In general, if there are unused STBG or CRP funds allocated to a project that has been completed or cancelled, upon notification by the project sponsor, staff will place the funds into the balance entry account (a holding account for future use). The use of balance entry funds for existing or new projects will be determined during the processes described in sections 4 and 8.

8. Adjustment Process Tentative Schedules: STBG and CRP

The schedule for considering funding increases for existing projects during new project application years is included in the schedule provided previously in Table 4.1-1. The following table 8.1 shows the tentative schedule for making funding adjustments to existing CRP projects when no new candidate projects are being considered.

Table 8.1: Tentative Schedule for STBG and CRP Funding Decisions

Action #	Description	Month
1	Annually, current project sponsors submit to staff an update on project progress and funding. Any additional funding requests are due on the form at this time.	November (by 5:00 p.m. of the first Friday of the month.)
2	Staff presents current project status to TTC. TTC recommends any funding increases for existing projects. RVTPO Policy Board reviews status of current projects and any funding increase recommendations. RVTPO Policy Board schedules a public hearing prior to approving any increases in funding.	December/January
3	If needed, the RVTPO Policy Board holds a public hearing. RVTPO approves six-year financial plan.	March-May

Project adjustments related to the schedule of allocations may be considered at other times of the year as noted in Policy #5.

During the annual adjustment process, staff will work with current project sponsors to review the project status and additional funding needs of projects with some prior year allocation. The TTC will review this information and, where additional funds are requested, will make a recommendation to the RVTPO Policy Board.

9. Adjustment Process: TAP

As they arise, the TTC will consider changes to existing TAP projects and recommend changes to the RVTPO Policy Board. The RVTPO Policy Board will have final decision-making authority on all adjustments.

9.1 Cost Estimates and Budget Adjustments

Basic Considerations for project budget adjustments are as follows:

1. If the cost and the scope of a project increases less than 10% on any one TAP funded project, the locality/agency should notify the RVTPO staff with a request and justification for a change in funding. After coordination with VDOT and consent of the project sponsor, RVTPO staff are authorized to use any applicable balance for a qualifying request. or, if possible, recommend to the RVTPO Policy Board a commitment of future year funding to preserve the project.

2. If the cost and/or scope of the project increases by more than 10% on any one TAP funded project, the locality/agency should notify the RVTPO staff with a request and justification for a change in funding and/or scope. The TTC and RVTPO Policy Board will review the request and may recommend one or any combination of the following:
 - 1) Scale back the project
 - 2) Use local funds
 - 3) Use TAP balance entry reserve account funds subject to availability
 - 4) Use future TAP allocations in the form of a Phase II application to be evaluated during a future funding cycle
 - 5) Drop the project(s)

3. Because all TAP projects were originally scored using a fair and transparent process, any unique or exigent circumstances leading to a cost adjustment should be carefully evaluated prior to a final decision of the RVTPO Policy Board. A project sponsor requesting a change in funding as described in this section shall provide the RVTPO Policy Board with a thorough justification for such change, including a cost estimate which has been approved by VDOT.

APPENDIX A – Project Selection Process Consistency

23 U.S.C. section 134(j)(3):

(3) INCLUDED PROJECTS.—

(A) PROJECTS UNDER THIS TITLE AND CHAPTER 53 OF TITLE 49.—A TIP developed under this subsection for a metropolitan area shall include the projects within the area that are proposed for funding under chapter 1 of this title and chapter 53 of title 49.

(B) PROJECTS UNDER CHAPTER 2.— (i) REGIONALLY SIGNIFICANT PROJECTS.—

Regionally significant projects proposed for funding under chapter 2 shall be identified individually in the transportation improvement program. (ii) OTHER PROJECTS.—Projects proposed for funding under chapter 2 that are not determined to be regionally significant shall be grouped in one line item or identified individually in the transportation improvement program.

(C) CONSISTENCY WITH LONG-RANGE TRANSPORTATION PLAN.—Each project shall be consistent with the long-range transportation plan developed under subsection (i) for the area.

(D) REQUIREMENT OF ANTICIPATED FULL FUNDING.—The program shall include a project, or an identified phase of a project, only if full funding can reasonably be anticipated to be available for the project or the identified phase within the time period contemplated for completion of the project or the identified phase.

23 U.S.C. section 134 (j)(5)(a):

(5) SELECTION OF PROJECTS.—

(A) IN GENERAL.—Except as otherwise provided in subsection (k)(4) and in addition to the TIP development required under paragraph (1), the selection of federally funded projects in metropolitan areas shall be carried out, from the approved TIP—

(i) by—

(I) in the case of projects under this title, the State; and

(II) in the case of projects under chapter 53 of title 49, the designated recipients of public transportation funding; and

(ii) in cooperation with the metropolitan planning organization.

23 CFR 450.330 TIP action by the FHWA and the FTA.

(a) The FHWA and the FTA shall jointly find that each metropolitan TIP is consistent with the metropolitan transportation plan produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO, the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under §450.336, a review of the metropolitan transportation plan by the FHWA and the FTA, and upon other reviews as deemed necessary by the FHWA and the FTA.

(b) In nonattainment and maintenance areas, the MPO, as well as the FHWA and the FTA, shall determine conformity of any updated or amended TIP, in accordance with 40 CFR part 93. After the FHWA and the FTA issue a conformity determination on the TIP, the TIP shall be incorporated, without change, into the STIP, directly or by reference.

(c) If an MPO has not updated the metropolitan transportation plan in accordance with the cycles defined in §450.324(c), projects may only be advanced from a TIP that was approved

and found to conform (in nonattainment and maintenance areas) prior to expiration of the metropolitan transportation plan and meets the TIP update requirements of §450.326(a). Until the MPO approves (in attainment areas) or the FHWA and the FTA issue a conformity determination on (in nonattainment and maintenance areas) the updated metropolitan transportation plan, the MPO may not amend the TIP.

(d) In the case of extenuating circumstances, the FHWA and the FTA will consider and take appropriate action on requests to extend the STIP approval period for all or part of the TIP in accordance with §450.220(b).

(e) If an illustrative project is included in the TIP, no Federal action may be taken on that project by the FHWA and the FTA until it is formally included in the financially constrained and conforming metropolitan transportation plan and TIP.

(f) Where necessary in order to maintain or establish operations, the FHWA and the FTA may approve highway and transit operating assistance for specific projects or programs, even though the projects or programs may not be included in an approved TIP.

APPENDIX B – Project Eligibility

Project eligibility is listed in 23 USC 175(c) – electronically available here:
<https://www.law.cornell.edu/uscode/text/23/175>

The below is copied from FHWA’s Carbon Reduction Program (CRP) Implementation Guidance dated 4-21-22 which reflects the eligibility information from 23 USC 175.

G. ELIGIBILITIES AND COORDINATION REQUIREMENTS

1. General: CRP funding may be used on a wide range of projects that support the reduction of transportation emissions. Projects must be identified in the Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP) and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s). (23 U.S.C. 134 and 23 U.S.C. 135)

Projects are subject to requirements under the National Environmental Policy Act (42 U.S.C. 4321 et seq.), the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (42 U.S.C. 4601 et seq.), and other applicable Federal laws. Projects funded with CRP funds are required to be treated as projects on Federal-aid highways (23 U.S.C. 175(g)).

2. Program Evaluation

States are encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200).

3. Eligible Activities: Subject to the general eligibility requirements described in Section E.1 of this memorandum, the following activities are listed as eligible under 23 U.S.C. 175(c):

- A. a project described in 23 U.S.C. 149(b)(4) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems;
- B. a public transportation project eligible for assistance under 23 U.S.C. 142 (this includes eligible capital projects for the construction of a bus rapid transit corridor or dedicated bus lanes as provided for in 23 U.S.C. 142(a)(3));
- C. a transportation alternatives project as described in 23 U.S.C. 101(a)(29) as in effect prior to the enactment of the FAST Act,³ including the construction, planning, and

- design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation;
- D. a project described in section 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies;
 - E. a project for the deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment, including retrofitting dedicated short-range communications (DSRC) technology deployed as part of an existing pilot program to cellular vehicle-to-everything (C-V2X) technology;
 - F. a project to replace street lighting and traffic control devices with energy-efficient alternatives;
 - G. development of a carbon reduction strategy (as described in the Carbon Reduction Strategies section above);
 - H. a project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs;
 - I. efforts to reduce the environmental and community impacts of freight movement;
 - J. a project to support deployment of alternative fuel vehicles, including—
 - (i.) the acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and
 - (ii.) the purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities;
 - K. a project described under 23 U.S.C. 149(b)(8) for a diesel engine retrofit;
 - L. certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity; (23 U.S.C. 149(b)(5) and 175(c)(1)(L)); and
 - M. a project that reduces transportation emissions at port facilities, including through the advancement of port electrification.

Other projects that are not listed above may be eligible for CRP funds if they can demonstrate reductions in transportation emissions over the project’s lifecycle. Consistent with the CRP’s goal of reducing transportation emissions, projects to add general-purpose lane capacity for single occupant vehicle use will not be eligible absent analyses demonstrating emissions reductions over the project’s lifecycle. For example, the following project types may be eligible for CRP funding:

Sustainable pavements and construction materials

Sustainable pavements technologies that reduce embodied carbon during the manufacture and/or construction of highway projects could be eligible for CRP if a lifecycle assessment (LCA) demonstrates substantial reductions in CO2 compared to the implementing Agency’s typical pavement-related practices. The LCA Pave Tool can be used to assess the CO2 impacts of pavement material and design decisions.

Climate Uses of Highway Right-of-Way

Projects including alternative uses of highway right-of-way (ROW) that reduce transportation emissions are also eligible. For example, renewable energy generation facilities, such as solar arrays and wind turbines, can reduce transportation emissions. And, biologic carbon sequestration practices along highway ROW to capture and store CO2 may demonstrate

potential for substantial long-term transportation emissions reductions. State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance provides information on these practices.

Mode Shift

Projects that maximize the existing right-of-way for accommodation of nonmotorized modes and transit options that increase safety, equity, accessibility, and connectivity may be eligible. Projects that separate motor vehicles from pedestrians and bicyclists, match vehicle speeds to the built environment, increase visibility (e.g., lighting), and advance implementation of a Safe System approach and improve safety for vulnerable road users may also be eligible. Micromobility and electric bike projects, including charging infrastructure, may also be eligible.

States should work with the FHWA on eligibility questions for specific projects. The CMAQ Emissions Calculator Toolkit is an available resource for estimating the CO₂ emissions benefits of certain projects.

4. Flexibility on Use of Funds and Certification of Emissions Reduction

In addition to the above eligibilities, a State may use funds apportioned under CRP for any project eligible under the Surface Transportation Block Grant program (23 U.S.C 133(b)) if the Secretary certifies that the State has demonstrated a reduction in transportation emissions (1) as estimated on a per capita basis, and (2) as estimated on a per unit of economic output basis. In the first year of this program, States should initially focus on developing their Carbon Reduction Strategies and using CRP funding to begin implementing their Carbon Reduction Strategies once adopted to establish a baseline; for this reason, the Secretary will not certify flexibility for the CRP until at least FY 2023. FHWA will publish additional guidance on the process under which the Secretary will certify state transportation emissions reductions. Section C.4 of this memo discusses the separate flexibility on transferability between FHWA programs.

APPENDIX C – ADOPTION AND ADJUSTMENT RESOLUTIONS